

Position Description

Date Posted: November 15, 2018

Position Title: Executive Assistant

Supervisor: Nathan Smallwood, President & CEO

Classification: Full-time, Regular

Benefits Eligible: Yes

Schedule: M-F, some evenings & weekends

Pay Range: \$12.50 - \$14.50/hour

Non-Discrimination Policy: The Kalamazoo Nature Center is an equal opportunity organization that will not discriminate in its programs or hiring practices on the basis of race, color, religion, sex, age, ethnic origin, physical or mental disability, veteran status, height, weight, sexual orientation or gender identity, marital status, or political affiliation.

Summary of Position: The Executive Assistant is responsible for assisting the President & CEO, Board of Trustees and Executive Team with administrative tasks including scheduling, making reservations, mailings, correspondence and more. The Executive Assistant is also responsible for ordering office supplies, coordinating calendars, keeping minutes in Board and Executive meetings and other related duties as assigned. In addition, the Executive Assistant will provide general administrative support for the Board of Trustees and for the Southwest Michigan Sustainable Business Forum (a program of the Kalamazoo Nature Center).

Duties:

- Develop reports, applications, and correspondence as needed;
- Take notes and prepare/distribute minutes from all Board meetings, Executive Team meetings and SWMSBF Board meetings;
- Provide clerical support and maintain schedules as directed by the President & CEO;
- Schedule and coordinate events like meetings, receptions, conference, etc.;
- Order and inventory office and kitchen supplies;
- Demonstrate strong customer service skills at all times, with coworkers, volunteers, board members, visitors and others;

- Collect and distribute mail daily;
- Prepare check log deposits and reports several times each week;
- Provide general back-up support throughout the organization;
- Perform other duties as assigned by the President & CEO or his/her designee.

Requirements:

- Working knowledge of Microsoft Office and related computer skills;
- Experience with Raisers' Edge or similar fundraising database is a plus;
- Ability to set up, organize, and maintain electronic calendar schedules;
- Excellent professional business writing capabilities;
- Strong interpersonal communication skills;
- Excellent customer service approach;
- Project coordination skills;
- Prior office experience;
- High school diploma required, some college coursework preferred;
- Proactive;
- Highly organized;
- Team oriented;
- Tuned in and aware of executive and organizational needs;
- Ability to evaluate urgency and prioritize tasks accordingly;
- Supportive of board member needs;
- Takes initiative to check in with President;
- Enjoy working in a fun, occasionally fast-paced workplace with a diverse group of people;
- Commitment to the KNC mission;
- Ability to maintain a flexible work schedule on occasion;

To Apply:

Submit a cover letter, resume and contact information for three professional references using Indeed.com by following this link: goo.gl/k4TftR

Deadline to Apply: 12/20/2018